Sample Delegated Authority Document

Area of Authority:	Limits Applied:	Designated Persons:
▪ Legal documents (where not covered below)		Any <u>two</u> from: Ch, Tr, Se, CE.
▪ Leases on property and equipment	Up to $25,000 Over $25,000	Any <u>one</u> from: Ch, Tr, Se, CE. Any <u>two</u> from: Ch, Tr, Se, CE.
▪ Current Account Cheques	Up to $2,000 Over $2,000	Any <u>two</u> from: Ch, Tr, Se, CE, one other designated BM. Any <u>two</u> from: Ch, Tr, Se, one other designated BM.
▪ Bank Account Transfers	Up to $25,000 Over $25,000	Any <u>two</u> from: Ch, Tr, Se, CE, one other designated BM. Any <u>two</u> from: Ch, Tr, Se, one other designated BM.
▪ Staff advances/loans	Max $2,000	CE (or in case of CE, Ch or Tr)
▪ Staff expenses		LM for all staff below CE level Ch or Tr for CE
▪ Board Member expenses		Ch or Tr
▪ Orders for Goods & Services	Up to $1,000 Up to $5,000 Up to $25,000 Up to $50,000 Over $50,000	SO, providing within budget OM, providing within budget CE, providing within budget Ch or Tr, providing within budget Any **two** BM and minuted by full Board Meeting.
▪ Petty Cash expenditure	Up to $50 (single transaction) Over $50	AO FC
▪ Safe Keys		FC and Tr
▪ Receipt of cash and cheques		AO
▪ Banking of cash and cheques		AC
▪ Annual / sick leave		LM
▪ Maternity / Paternity Leave		CE (or in case of CE, Ch or Tr)
▪ Contracts of Employment	All staff	Ch, Tr or S

<u>Key</u>: CH = Chairperson; Tr + Treasurer; S = Secretary; BM = Board Member; CE = Chief Executive; OM = Operations Manager; FC = Financial Controller; AO = Accounts Officer; AC = Accounts Clerk; SO = Senior Officer; LM = Line Manager

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